

The Director of Central Intelligence  
Washington, D.C. 20505

29 February 1984

National Intelligence Council

MEMORANDUM FOR: WAOCC Members

FROM : David Y. McManis  
National Intelligence Officer for Warning

SUBJECT : Informal Notification and Tip-Off

1. During the WAOCC Team Building exercise at [redacted] you all cited the need for improved informal communications, noting that the NOIWON conference call has taken on a "record" quality which inhibits informal exchange. Therefore, I propose for discussion the following procedure.

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a. The White House switch will be notified of a new conference call named simply "an informal conference" that will include all of the NOIWON participants and will supplement, not replace, the existing more formalized NOIWON conference call.

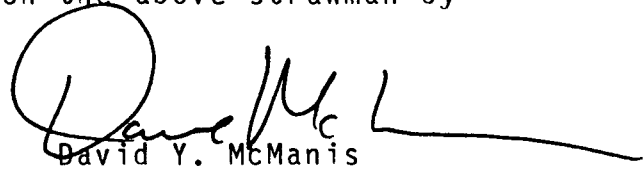
b. A 90-day test of the "informal conference" will be conducted. Responsibility for the conduct of these calls will be rotated on a weekly basis among NMIC, NSOC, CIA and State Operations Centers.

c. Before the conclusion of each watch, the Senior Duty Officer will establish an "informal conference" which will highlight the concerns of the past watch and solicit other concerns from the active participants. Should the watch have been marked by a period of high activity with frequent NOIWON conferences, the Senior Duty Officer may waive the requirement for an informal conference.

d. The chiefs of the operations centers should instruct their watch officers concerning the importance with which they view the test and establish reporting procedures for them to monitor the test. At the end of each four-week period the Chiefs are asked to provide a report to NIO/W concerning the viability of the procedure.

2. By making the procedure routine, there may be a tendency to treat the test in a cavalier manner. Once the procedure of "informal conferencing" is engrained, however, it may no longer be necessary to handle the procedure in such a bureaucratic way.

3. Request your comments on the above strawman by 9 March 1984.

  
David Y. McManis

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